



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-333**

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**To: Merchant Marine Privative Consulates, Inspectorates, Authorized Offices,  
Regional Documentation Offices of the Panama Maritime Authority**

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**Subject: Upgrading**

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**Reference: Circular DGGM-UCYC-022-2016 of July 20th, 2016**

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This Circular derogates the Circular DGGM-UCYC-009-2015.

1. The purpose of this circular is to reiterate the call on the Merchant Marine Privative Consulates, Inspectorates, Authorized Offices and Regional Documentation Offices of the Panama Maritime Authority, to be acquainted with the process of rank/position's UPGRADINGS' process for NON national, who carry a Certificate of Competency, are still SUSPENDED. An exception for this case is made for those who are graduated from Panamanian maritime universities.
2. Requests for Upgrading, cases for National and Panamanian maritime universities seafarers' alumni, must be sent duly franked with EIGHT AMERICAN DOLLARS with <sup>00</sup>/<sub>100</sub> (USD8.00) to the Certification Department, according to the Article 55 of Law N°8 of March 15<sup>th</sup>, 2010; following the requirements as detailed below:

### **Upgrading**

3. Request of Upgrading to the General Directorate of Seafarers, with the following attachments:
  1. Seaman's book/Officer's ID (evidence of experience), duly signed and sealed. It must be shown the information related to: ship's characteristics; port/disembarkation and embarkation's dates; and, seal/stamp of the ship/ship's owner.
  2. Letter of experience of the Company where the person had/has been working, duly signed and sealed (issued by the human resources' department, or the responsible of the personnel recruitment).  
It must contain information concerning the ship's characteristics (length, breadth, depth, engine power, ship's flag, indicative, construction's date, tonnage, IMO's number, ship type ), embarking period, company's contact information (e-mail, address, phone numbers, fax).

<i>Prepared by: Translator</i>	<b><i>Revised by: Compliance and Enforcement Deputy Chief</i></b>	<i>Aproved by: Compliance and Enforcement Chief</i>	
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4. In the upgrading case from the Operational to the Management level, the General Directorate of Seafarers will issue an Authorization Letter, in order that the Upgrading Course will be performed in the Maritime Training Centers authorized by the General Directorate of Seafarers (as soon as the evaluation of the given documentation in the upgrading request has been carried out).
5. The term, upgrading, refers to the process by which seafarers can get a higher rank/position of what they have, as long as the seagoing and/or the approved training period, have been accomplished, according to the STCW'78, as amended.
6. Therefore, the Merchant Marine Privative Consulates can only issue Temporary Certificates (CT) with the same rank/position, for non-national seafarers' applicants who hold a certificate of competency (issued by this Administration), in conformity with the requirements established by this Directorate.
7. It is restated to the Chiefs of the Seafarers' Regional Documentation Offices, that from July of 2014, this Administration suspended the certifications to Non-Nationals [Circulars DGGM-UCYC-014-2014 (MMC-293) and DGGM-UCYC-016-2014 (MMC-295)], hence, all act that is opposed of what is stipulated in these Circulars, is subject to the corresponding administrative action.

**August, 2016**

**Inquiries concerning the subject of this Circular or any request should be directed to:**  
**General Directorate of Seafarers**  
**Panama Maritime Authority**  
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